

Director of Finance

Reports to

City Administrator

JOB DESCRIPTION

Summary/Objective

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Maintains and balances accounts against other accounting records; prepares monthly financial reports of City departments and other special reports and financial statements; makes adjustment entries as required.
- Reconciles account balances and prepares schedules for independent auditors for annual audits.
- Works with City Administrator in the preparation of annual budget.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.
- Administers the financial aspects of payroll, employee benefits, and pensions.
- Manages the investment and custody of all City funds.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

- Supervises and directs preparation of the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Maintains financial records and prepares financial reports.
- Oversees the central computerized financial and management information system; budget preparation and execution; and the posting and reconciliation of ledgers and accounts of the City.
- Serves on pension board when required by City Code.
- Attends to other financial management matters as assigned by the City Administrator.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications Required for Appointment

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work or shall be qualified to become a GFOA Certified Government Finance Officer as established by City Charter.

Necessary Knowledge, Skills and Abilities

1. Knowledge of modern governmental accounting theory, principles, and practices.
2. Familiarity of office automation and computerized financial applications, including Microsoft Excel.
3. Understanding of public finance and fiscal planning; payroll and accounts payable and reporting systems.
4. GAAFR, GAAP and GASB.
5. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.

6. Ability to effectively supervise staff, to establish and maintain effective working relationships with employees, city officials and the ability to communicate effective orally and in writing.

All applicants must complete an application and background investigation waiver form in addition to providing a letter of interest and résumé. Application and waiver forms are available for download below. Completed applications, background investigation waiver forms, letters of interest, and résumés may be sent to: City of Easton One S. Third Street, Human Resources Department - 2nd Floor Easton, PA 18042 or submitted via email to: humanresources@easton-pa.gov.

The cut-off for applications is Friday, June 26, 2015 but, the position will be open until filled.

The City of Easton offers a competitive salary and excellent benefits. We are an Equal Opportunity Employer. Please note that candidates must be eligible to work in the United States and that only qualified candidates will be contacted.